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CENTRAL INTELLIGENCE AGENCY FILING MANUAL

The CIA FILING MANUAL has been developed to provide a uniform filing system for materials other than intelligence. The Manual is to be used in all Offices of Record, but may be used for unofficial or "office" files also. Records filed under previous systems will not be reclassified unless it is necessary to incorporate material which was filed previously with current files.

1. DEFINITIONS -

a. OFFICES OF RECORD - Offices of Record are files of "record copies" of documents which are designated as such by the CIA Records Administrator. The need to establish an Office of Record is determined with the advice of the activity to be served, considering the economy and efficiency of filing service.

b. RECORD COPIES -

(1) The legal definition of the word "records" is broad, including "Books, papers, maps, photographs, or other documentary materials regardless of physical form or characteristics, made or received by any agency, and preserved . . . because of the value of the data included therein." Excluded from the definition are extra copies of documents of which record copies are retained on file.

25X1 (2) Documents originating within CIA - In accordance with CIA Administrative Instruction a buff-colored (or yellow) tissue copy of each letter or memorandum is made to be known as the official record copy for filing in the Office of Record service the preparing office. This instruction applies to memoranda written between offices of CIA as well as between CIA and outside agencies.

(3) Documents originating outside of CIA - All copies of a document filed in more than one manner or in more than one place are "records" if so filed for purposes of record. Usually only the original or "action copy" of documents originating outside of CIA are "records" according to this interpretation.

c. NONRECORD MATERIAL - "Extra copies" of documents of which one or more record copies are retained on file are not "records" if preserved only for convenience of reference. Nonrecord materials include library and museum material, stocks of publications, extra copies of printed or processed material, rough notes and other working papers not intended to be kept even briefly for record purposes.

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2. FILING MANUAL ARRANGEMENT

The Filing Manual is arranged by filing symbols with an alphabetic index included. The classifications follow functional or activity lines rather than the CIA organizational structure. In some cases these two coincide. Major classifications are:

- 000 General
- 100 Administration and Management
- 200 Finance
- 300 Personnel
- 400 Security
- 500 Supply, Space and Services
- 600 Laws and Legal Matters
- 700 Procurement and Collection of Information and Intelligence
- 800 Processing and Evaluation of Information and Intelligence
- 900 Dissemination of Intelligence

The coding system is not necessarily limited to a three-digit code. It may be extended if necessary, by use of major classifications coded with numbers beginning with 1000. The system does not employ decimals. Coding of subclassifications follows this pattern:

- 500 Supply, Space and Services
- 510 Supplies and Equipment
- 511 Procurement
- 512 Shipments; deliveries, receipts
- 512 A Schedules; delays, expediting
- 512 A 1 -----
- 512 A 2 -----
- etc.

Codes ending in two zeros, e.g. 200, 300, may also be divided:

- 300
- 301
- 301 A
- etc.

3. HOW TO USE THE FILING MANUAL

The Filing Manual is to be used as a guide, an outline of subjects which may appear too detailed for some files, but not detailed enough for others. If it is desired, the using office may prepare an abridged manual for every-day needs, keeping the complete manual for reference.

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Use of the Filing Manual is governed by a few simple rules:

- a. The filing symbol chosen from the Manual for the major subject of a document should be written on the face of the document in the upper right hand corner.
- b. Cross-index symbols for secondary subjects should be written immediately below the filing mark.
- c. Symbols for general classifications rather than more specific ones should be used if the volume of documents relating to the subject is small. For instance, the general classifications regarding Personnel will be sufficient for many Branch or Division files.
- d. Classifications may often be subdivided by names of persons, organizations, or identifying numbers. These names or numbers should be written in parentheses as a part of the filing symbol.
- e. Documents coded with a particular filing symbol should be divided by dates if the volume becomes large. Such division will assist searches for documents in active files and will be of benefit in removing inactive portions of the file for storage.
- f. Requests for changes to the Filing Manual should be made to the CIA Records Administrator,

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